



*California Environmental Protection Agency*

## **Air Resources Board**

# **2013**

# **CONSUMER**

# **&**

# **COMMERCIAL**

# **PRODUCTS**

# **SURVEY**

# **INSTRUCTIONS**

Per California State Law,  
Completion and Submittal  
of the Survey is  
Mandatory.

**Completed Survey**  
Due: March 02, 2015



## TABLE OF CONTENTS

---

<b>SURVEY APPLICABILITY: WHO MUST COMPLETE THE SURVEY?</b>	<b>3</b>
<b>2013 SURVEY RATIONALE</b>	<b>3</b>
<b>TYPES OF PRODUCTS TO REPORT... AND NOT TO REPORT</b>	<b>3</b>
<b>CONSUMER PRODUCTS REPORTING TOOL*</b>	<b>5</b>
<b>OVERVIEW OF THE REPORTING TOOL</b>	<b>5</b>
<b>DESIGNATION OF CONFIDENTIAL INFORMATION</b>	<b>6</b>
<b>MAIN MENU</b>	<b>6</b>
<b>SETUP / MAINTENANCE</b>	<b>7</b>
ARB Category Codes .....	7
Ingredients Dropdown .....	8
Backup Data.....	9
Restore Data .....	9
Delete Tables .....	9
Reset Database.....	9
<b>ENTER / IMPORT DATA</b>	<b>10</b>
Responsible Party .....	10
Formulator(s).....	13
Fragrance Formulator(s).....	15
Product Grouping.....	17
Products.....	20
Formulations.....	29
Import Products.....	34
Import Formulations.....	34
<b>CHECK DATA</b>	<b>35</b>
Company .....	35
Products.....	36
Product Formulators .....	37
Fragrance Formulators .....	38
<b>REVIEW DATA</b>	<b>39</b>
Products.....	39
Ingredients .....	39

Formulators .....	39
<b>EXPORT FORMULATOR DATA</b>	<b>39</b>
<b>SUBMIT EXPORT DATA</b>	<b>40</b>
<b>REVIEW SUBMITTED DATA</b>	<b>40</b>

## **APPENDICES**

---

- A: List of Survey Categories**
- B: List of 2012 NAICS Codes**
- C: List of Chemical Compounds**
- D: LVP-VOC, Inorganic, and Group Total Ingredients to Report**
- E: List of Hydrocarbon Solvent Bins**
- F: Instructions for Downloading Microsoft Access Runtime**
- G: Consumer Product Definitions**
- H: Conversion Tables**
- I: U.S. Resident Population**
- J: Air Freshener Reporting**

**\*Note: Starting with page 5 is a series of step-by-step instructions of how to enter data into the Consumer Products Reporting Tool**

## **SURVEY APPLICABILITY: Who Must Complete the Survey?**

---

Each company, firm, or establishment (“Responsible Party”) listed on the label of a consumer or commercial product that was sold or supplied for use in California during Calendar Year 2013 and falls into a product category listed in Appendix A must complete this survey. Please note that categories that are not currently regulated are being surveyed.

*Note:* Foreign-based companies that sell consumer or commercial products into California are required to complete the 2013 Survey.

*(If the label lists two companies, firms, or establishments, the responsible party is the party that the product was “manufactured for” or “distributed by,” as noted on the label.)*

Responsible Parties are required to complete the survey and submit to ARB by March 2, 2015.

**Completed Survey  
Due:  
March 2, 2015**

### **2013 Survey Rationale**

---

By 2016, new SIPs addressing ozone and particulate matter must be developed for new National Ambient Air Quality Standards set by the United States Environmental Protection Agency. The new standards are more health protective than the standards for California’s currently approved SIPs, and preliminary modeling results indicate that large, additional reductions of oxides of nitrogen and volatile organic compounds (VOC) could be necessary. To establish the scientific foundation for these plans, related rulemakings and other program development, ARB is undergoing a comprehensive effort to update the state’s emission inventories. This includes emissions of cars, trucks, locomotives, as well as consumer products. In order to complete this task for consumer products, a complete inventory of sales and ingredient data are needed for all product categories.

### **Types of Products to Report... and Not to Report**

---

This survey is intended to collect information about chemically formulated consumer and commercial products used by households and institutions (such as commercial, service, and governmental establishments), and also products used by industrial entities for the maintenance or operation of their facilities. Reportable under this survey are all consumer products that are defined under section 41712(a)(1) of the California Health and Safety Code (HSC) and were sold or supplied for use in California during calendar year 2013. This survey is *not* intended to collect information about industrial products used exclusively for on-site manufacture or construction of goods or commodities, with the exception of thinners, reducers, industrial aerosol adhesives, and lubricants. However, products that do not contain VOCs and fall into the product categories listed in Appendix A must be reported in this survey.

A “Consumer Product” is a chemically formulated product used by household and institutional consumers including, but not limited to, detergents; cleaning compounds; polishes; floor finishes; cosmetics; personal care products; home, lawn, and garden

products; disinfectants; sanitizers; aerosol paints; and automotive specialty products; but does not include other paint products, furniture coatings, or architectural coatings.

For Survey purposes, the term “consumer product” shall also refer to aerosol adhesives, including aerosol adhesives used for consumer, industrial, and commercial uses.

**Please DO NOT** report the following products and product types:

**Products that do not  
contain VOCs  
MUST be reported.**

- **Agricultural use products (including food production products)**
- **Architectural coatings (nonaerosol)**
- **Articles (e.g. sponges, combs, empty bottles, water filters, desks, chairs, erasers)**
- **Drugs or supplements intended for ingestion**
- **Fuels (e.g. diesel fuel treatment, engine oils, engine and/or radiator flush, engine treatment, gas treatment, octane booster, power steering treatment and/or flush, transmission treatment)**
  - **Note: “Carburetor or Fuel-injection Air Intake Cleaner” must be reported.**
- **Furniture coatings (nonaerosol), other nonaerosol paint products**
- **Hydraulic Fluids**
- **Industrial products used *exclusively* for on-site manufacture or construction of goods or commodities (except lubricants, thinners, reducers, and industrial aerosol adhesives)**
- **Laboratory reagents**
- **Pesticide products that are restricted materials and that require a permit for use and possession**
- **Prescription-only drugs**
- **Refrigerants**

***Note: For Aerosol Coating and Aerosol Adhesive Products, Report Sales Only.***

*Reporting requirements for aerosol coating products and aerosol adhesive products are different because of the recently conducted 2010 Survey. All sales and product information would need to be reported and entered into the “Product” section by product UPC only for the calendar year 2013. Reformulations of aerosol coatings and aerosol adhesives will be in*

*place by 2017, and ARB plans to conduct a comprehensive survey for these product categories in 2018.*

The rest of this document provides instructions about how to complete the survey. In addition, ARB staff provides a series of appendices developed to assist users. Included as appendices: A) List of Survey Product Categories, B) List of 2012 NAICS Codes, C) List of Chemical Compounds, D) List of LVP-VOC, Inorganic, and Group Total Ingredients, E) List of Hydrocarbon Solvent Bins, F) Instructions for Downloading Microsoft Access Runtime, G) Consumer Product Definitions, H) Conversion Tables, I) U.S. Resident Population, and J) Air Freshener Reporting.

It is recommended that users review the appendices prior to entering data into the CPRT. If users downloaded the "Survey Instructions with Appendices (Complete File)," a compilation of appendices is included at the end of the survey instructions. A list of appendices is also available here: <http://www.arb.ca.gov/consprod/regact/2013surv/2013main.htm>.

## Consumer Products Reporting Tool

---

**New! Interactive CPRT  
with Security Features  
Enhanced Confidentiality**

The data submittal method for the 2013 Survey will be facilitated by the new electronic Consumer Products Reporting Tool (CPRT). All requested information must be interactively entered into the CPRT or imported into the CPRT from company specific databases. The CPRT is available for download at: <http://www.arb.ca.gov/consprod/regact/2013surv/2013main.htm>.

**Note:** The version code for the downloaded CPRT is stamped on the lower left corner of the Main Menu screen. Depending on screen resolution, users may need to scroll down to view the version code.

Before downloading the CPRT, please take a look at Appendix F to determine if you need the 32- or 64-bit version. The 32- or 64-bit version refers to the Office version your computer runs. Appendix F has instructions for determining the number of bits your Office version has. To download the CPRT, click (or Right click) on the link: "Consumer Products Reporting Tool" and save onto your desktop.

If you do not have Microsoft Access or do not have the 2010 or 2013 version of Microsoft Access, please see additional instructions in Appendix F that will walk you through the steps needed to download a free version Microsoft Runtime that will allow you to use the CPRT.

**Note:** Although the background mechanics of the CPRT run on Microsoft Access, users do not need to know how to use Microsoft Access in order to enter or upload data.

---

## OVERVIEW OF THE REPORTING TOOL

---

The CPRT is designed to input data interactively or via import. The determining factor for using the interactive or import features will vary by company, but will mainly be dictated by

size. A company with a small amount of data will likely use the interactive function, while a larger company may choose to use the import function. When using the data upload feature, data must be saved in a \*.csv format. The CPRT will not accept data in any other format (e.g., excel). The \*.csv format is a record-based text file that prevents the introducing of macros or malware. The CPRT upload feature uses the \*.csv format to enhance confidentiality of data being submitted.

**Note:** When the term “company” is used, “company, firm, or establishment” is implied.

**Note:** The description of the data fields applies to both the Access Data Import Fields and the Fill-In Data Sheets.

**Note:** Users must import all their data into the CPRT for data checks. It is **NOT** acceptable to directly submit unprocessed CSV files to ARB.

---

## Designation of Confidential Information

---

In accordance with Title 17, California Code of Regulations (CCR), sections 91000 to 91022, and the California Public Records Act (Government Code Section 6250 et seq.), State law protects the confidentiality of trade secrets. The full citations of these sections are provided at: <https://govt.westlaw.com/calsitelist> and <http://www.leginfo.ca.gov/calaw.html>.

To designate any information contained in your survey data as “confidential information,” you must select and check (✓) the confidential business information box located in the upper portion of each CPRT screen. For the ingredients pages, the confidential box is located in the first column of the ingredient table.

To designate “confidential information” via the \*.csv import files, you must populate the Access Data Import Field named “Confidential with **True**.”

---

## Main Menu

---

Upon opening the CPRT, the Main Menu screen will appear with a series of buttons. Below is a summary of the buttons followed by specific instructions for the process of entering data.

The order of the following descriptions is consistent with the order that ARB staff recommends for using the CPRT.

To begin, go to the **“Setup/Maintenance”** button to read about specific features available in the CPRT, including options for user customizations.

**Enter/Import Data:** Clicking this button opens the Enter/Import Menu and allows users to begin entering data into the CPRT after the setup maintenance steps are complete.

**Check Data:** Clicking this button opens the Check Data screen that allows users to perform a series of data checks prior to submitting and exporting data to ARB.

**Review Data:** Clicking this button opens a View Data Menu screen that allows users to click on one of several buttons to view raw data.

---

**Export Formulator Data:** Clicking this button allows the Responsible Party to generate CSV files to send to their product formulator. The formulator will then be able to upload these CSV files into the CPRT specific for formulators.

**Submit/Export Data:** Clicking this button will allow users to certify their reported data and generate CSV files of their data. The CSV will be uploaded to ARB through a secure web portal that will be available for use on January 1, 2015. Clicking this button is the last step in the CPRT process.

**Exit:** This button closes the CPRT.

**Web Portal for Uploading  
Data to ARB Availability:  
January 1, 2015**

---

## Setup/Maintenance

---

The CPRT allows users to customize data on some of the dropdown menus to simplify the data entry process, and to back up or delete already entered data. These options are provided under the “Setup/Maintenance” button, located at the top of the Main Menu screen.

**Customize Data  
Through  
Setup/Maintenance  
Button**

Below is a description of different command buttons provided on the “Setup/Maintenance” page.

---

### ARB Category Codes

---

The CPRT allows users to customize the list of ARB 2013 Survey product category codes by deleting categories not relevant to their products.

The “Lookup Code” dropdown menu provides the full list of 2013 Survey categories. The purpose of “Category Code” and “Description” fields is to display category code and full name for any category selected by the user from the “Lookup Code” dropdown menu.

The “View/Edit List” button displays category codes currently listed on the dropdown menu on the “Product Information” data entry screen. To delete any irrelevant categories, highlight them on this list, right click and select “Delete Record.” A popup window will prompt you to confirm the deletion. The change should be automatically reflected in the category dropdown field on the “Product Information” data entry screen. To delete multiple category codes at once highlight the categories and click Delete. Click on the “x” in the upper right hand corner to exit the screen and go back to the “Add or Delete Codes” screen.

To bring one of the categories you deleted back into the dropdown list of category codes listed on the “Product Information” data entry screen, select a category code from the

“Lookup Code” dropdown menu and click on the “Add” button. Use the “View/Edit List” button to check whether the category has been added to the dropdown list.

If needed, all deleted categories can be restored at once by clicking on the “Reset List” button.

The “Empty List” button allows a user to delete all the category codes in the dropdown list of category codes listed on the “Product Information” data entry screen at the same time. The user can then add selected categories back in one by one or repopulate the list with all of the categories by clicking on the “Reset List” button.

When complete, click “Close” to return to the Setup/Maintenance main screen.

## Ingredients Dropdown

---

The CPRT also allows users to customize the prepopulated dropdown list of chemicals provided on the “Formulations” screen in the “Product Ingredients” data entry table.

The dropdown “Lookup Chemical Name/CAS” menu provides a more extensive “master” list of chemical compound names that the user can select from to add to the shorter dropdown list in the “Product Ingredients” data entry table. To do so, select a chemical compound name from the “Lookup Chemical Name/CAS” list, or simply start typing its chemical name in this field to locate it on the list, and click “Add.”

If a chemical name that you want to add is not on the “master” list, enter its information into the “Ingredient Name” and “Ingredient CAS number” fields and click the “Add” button.

**Note:** Do not include dashes when entering the CAS # into the CPRT.

The “View/Edit List” button displays chemical compound names currently listed on the dropdown menu on the “Formulations” screen in the “Product Ingredients” data entry table. Any chemical compound names added by the user will be displayed at the bottom of the list under the “View/Edit List” button.

To delete any irrelevant chemical compound names from the dropdown menu on the “Formulations” page, click on the “View/Edit List” button, highlight the chemical names on the list, right click and select “Delete Record.” A popup window will prompt you to confirm the deletion. The change should be automatically reflected in the category dropdown field on the “Formulation” data entry screen. Click on the “x” in the upper right hand corner to exit the screen and go back to the “Add or Delete Ingredients” screen.

The “Reset List” button allows users to restore the modified dropdown list of chemicals to its original state.

When complete, click “Close” to return to the Setup/Maintenance main screen.

## Backup Data

---

To save entered data to your computer at any time during the data entry, click “Backup Data” button on the “Setup/Maintenance” screen in CPRT. Then, the first popup window will prompt you to select where you want the files to be saved and the second popup window will prompt you to confirm the backup by clicking “Ok.” Backed up files can later be uploaded back into the CPRT if needed.

**Backup Data Feature:**  
**Allows users to backup data to desktop at any time**

**Note:** Files backed up using the “Backup Data” button are not checked by CPRT for completeness or other errors and should not be used to submit data to ARB.

When complete, click “Close” to return to the Setup/Maintenance main screen.

## Restore Data

---

A user can restore data by uploading files saved on the computer earlier. To do this, click “Restore Data” button and select correct files when prompted by the popup window. Click “Ok” in the next popup window to confirm the upload.

**Restore Data Feature:**  
**Allows users to reload data into the CPRT**

When complete, click “Close” to return to the Setup/Maintenance main screen.

## Delete Tables

---

The user can delete entered product and ingredient information by clicking on “Products and Formulas” button. Upon clicking on the button, the first popup window will be displayed, notifying the user of a number of product information records that are about to be deleted. Click “OK” to confirm the deletion. Next, the second popup window will be displayed, notifying the user of a number of formula records that are about to be deleted. Click “OK” to continue.

The user can delete imported formula information only by clicking on “Formulations” button. This option is useful when a user imports a CSV formula file and then realizes that the formulas are incorrect. Upon clicking on the button, a popup window will be displayed, notifying the user of a number of formula records that are about to be deleted. Click “OK” to continue.

When complete, click “Back to Maintenance” to return to the Setup/Maintenance main screen.

## Reset Database

---

By clicking “Reset Database” button a user can delete all of the previously entered data, including any modifications made to the ARB survey category list or the list of chemical

compounds, resetting the database to its original state. The popup window will prompt the user to confirm the deletion.

**Note:** Once the data is deleted it will not be possible to restore it unless the user backed up the data earlier on the computer.

When complete, click “Close” to return to the Setup/Maintenance main screen.

**Back to Main Menu:** Click this button to return to the Main Menu. Upon return to the Main Menu, click the Enter/Import Data button to begin entering/importing data into the CPRT.

---

## Enter / Import Data

---

Below is a description of different command buttons provided on the “Enter/Import Data” menu screen.

---

### Responsible Party

---

**Enter/Import Data:** This button allows for users to enter information pertaining to: 1) Responsible Party, 2) Formulators, and 3) Fragrance Formulators, if applicable. Below are descriptions on the function of each button and the process for entering/importing data.

The Responsible Party information requested will assist the California Air Resources Board (ARB) in characterizing the business included in the 2013 Survey as required by the California State Law. Only one Responsible Party Information sheet must be completed for each responsible party. The Responsible Party Information must be filled out in the CPRT. There is not an import function in the CPRT for these data fields.

**Responsible Party** means the company, firm, or establishment listed on the product’s label of a consumer or commercial product reportable under this survey (Appendix A) that were sold or supplied for use in California during Calendar Year 2013. If the label lists two companies, firms, or establishments, the responsible party is the party which the product was “manufactured for” or “distributed by,” as noted on the label.

In order to begin entering data, click the “Responsible Party” button in the CPRT. Below is a detailed description of each data field. The bold type corresponds to the data field header in the CPRT, followed by a description for the data field.

**This Page contains confidential business information:** Select (✓) this box to designate information on this data entry page as confidential.

In addition to the data fields on this screen, the CPRT includes a series of administrative buttons to allow users to navigate between screens, make edits, print, and save/close the CPRT.

**Administrative buttons:** The following four buttons “Undo,” “Print,” “Save/Close,” and “Delete” are administrative. Descriptions for each button follow.

**Undo/Exit:** This button clears the data fields below. When clicked the data entry page will clear and then automatically return to the Enter/Import menu page. To begin entering data again, click on the “Responsible Party” button.

**Print:** Click to print.

**Save/Close:** Click the “Save/Close” button to save the responsible party contact information and return to the Enter/Import Menu screen.

**Delete:** Click the “Delete” button to delete and clear the entered information for responsible party.

The next block of data fields relate to the responsible party (company information) and survey contact. Please enter survey contact information for ARB to use to contact your company in the event of survey related questions. The survey contact information may or may not be the same management level representative that will certify the survey information prior to submitting to ARB.

**Company:** Enter the name of the company that is the Responsible Party for the product(s) being submitted.

**Division(s):** If the respondent represents a division of the company, enter the name of the division.

**Address:** Enter the complete mailing address for the company listed above.

**Note:** Foreign-based Companies: Enter the street address for the company listed above. Enter the country name in the “State” data field. Enter either the postal code or the number “1” in the “Zip” data field.

**Survey Contact:** Enter the name, title, telephone number, and email address for the person to be contacted by ARB staff if clarifications are needed for the information submitted.

The question below relates to the responsible party’s “type of business.” Please choose from the list provided: Manufacturer/Marketer; Retailer, Distributor, or Contract Packager.

**Type of Business:** Select (✓) each box that describes the type of business conducted by the responsible party. If the type of business listed does not apply, describe your company’s type of business in the “Other Business Type” space provided.

The next five data fields relate to business financial information for the 2013 calendar year:

**Gross Income:** Select from the dropdown the range that best identifies the gross annual receipts generated by the responsible party worldwide for Calendar Year 2013. This means the total income of the company before expenses are deducted.

**Note:** Report total worldwide gross annual receipts.

**Employees:** Select from the dropdown the range that indicates the total number of employees (include part-time and temporary staff), not including contract employees, for the responsible party “Worldwide” (including California), and also for “California Only.”

**Contract Employees:** Select from the dropdown the range that indicates the total number of contract employees for the responsible party “Worldwide” (including California), and also for “California Only.”

**Note:** “Contract Employees” include temporary, consultant, contractor, and/or contract service employees. As the number of these employees can be fluid, choose a representative number of employees that best describe the overall number of contract employees throughout the year.

The next question describes the type of industry in which the responsible party conducts business.

**NAICS (North American Industry Classification System):** Select/Enter the Primary 2012 NAICS code(s) from the dropdown menu related to consumer and commercial products that apply to the responsible party for the products covered by this survey. If applicable, select the Secondary and Tertiary NAICS codes from the dropdowns. For more information about NAICS codes, see Appendix B.

**Note:** Foreign-based Companies: Please choose a representative industry description from the list of NAICS.

**Note:** *The following four statements (below) related to your products are important to answer as your responses will automatically customize your reporting view screens.*

**Some or all products grouped:** Select (✓) the box to indicate that your company will be submitting data for products that meet 2013 Survey grouping criteria.

**Responses to these 4  
Statements  
Are Essential!**

**Formulation for some or all products will be provided by a 3<sup>rd</sup> party:** Select (✓) the box to indicate that a company other than the responsible party will submit formulation data to ARB. This box should be checked if all or a portion of the company’s product ingredients will be submitted by a formulator.

**Some or all products contain fragrances:** Select (✓) the box to indicate that one or more of your products contain a “Fragrance.”

**Some or all products sold as concentrate(s):** Select (✓) the box to indicate that one or more of your products are labeled with dilutions.

The last block of data fields are to be completed by companies that are not independently owned. If your company is independently owned you have completed the responsible party

section of the 2013 Survey. Users can click the “print” button to print a record. Otherwise, click “save/close” to save the entered information and continue to the “Enter/Import Menu.”

**Parent Company Name:** If the company is not independently owned, enter the name of the parent company.

**Address:** Enter the complete mailing address for the parent company listed above.

**Note:** Foreign-based Companies: Enter the street address for the company listed above. Enter the country name in the “State” data field. Enter either the postal code or the number “1” in the “Zip” data field.

**Parent Company Contact:** If the company is not independently owned, enter the name, title, telephone number, and email address of the contact person responsible for the information submitted.

### ***Next CPRT Steps:***

As described in the “Note” above, the following sections have been customized based on whether you selected (✓) any of the last four boxes (above).

If users selected the box indicating that some or all surveyed products will be grouped, the “Product Grouping” button on the “Enter/Import Menu” will have been activated.

If users selected the box indicating that some or all products will be provided by a 3<sup>rd</sup> party formulator, the “Formulator(s)” button on the “Enter/Import Menu” will have been activated. Click the “Formulator(s)” button to begin entering information for your product’s formulator.

If users selected the box indicating that some or all products contain fragrances, the “Fragrance Formulator” button on the “Enter/Import Menu” will have been activated. In addition, the data fields related to fragrance information will also have been activated. Click the “Fragrance Formulator” button to begin entering information for your product’s fragrance formulator.

If users selected the box indicating that some or all products are sold as concentrate(s), the data fields related to dilution ratios in the products information section of the “Products” button will have been activated.

Click “save/close” to continue to the “Enter/Import Menu.”

To begin entering formulator information, click the “Formulator(s)” button on the “Enter/Import Menu” screen. Below is a detailed description of each data field in the formulator section. The bold type corresponds to the data field header in the CPRT, followed by a description for the data field.

## **Formulator(s)**

---

This section was activated because the “*Formulation for some or all products will be provided by a 3<sup>rd</sup> party*” box was selected in the Responsible Party section of the CPRT.

This section provides contact information related to product formulator. If the responsible party holds the product formulation information, then that company will complete the applicable data fields. If the responsible party does not hold the formulation information, the responsible party is required to provide formulator contact information for each product submitted. The contact information for each formulator will only need to be entered once, and will be available as a dropdown selection. This information is required prior to entering product formulation information. Responsible Parties must use the CPRT for entering this information. If a responsible party uses formulators, the names must match what is entered in this section if they choose to use the import function. If the formulator names in the imported CSV files do not match, the data checks will register an error and the Responsible Party must fix the discrepancy before moving to next steps.

**Note:** Users will only need to enter each formulator contact information once! Later, in the “Formulations” section, users will be able to select the formulator from a dropdown menu.

In addition to the data fields on this screen, the CPRT includes a series of administrative buttons to allow users to navigate between screens, make edits, print, and save/close the CPRT.

**Administrative buttons:** The following four buttons “Save/Add,” “Print,” “Save/Close,” and “Delete” are administrative. In addition, selecting from the dropdown menu activates a fifth button: “Undo.” The “undo” button is hidden from view until users select a formulator from the dropdown menu. Descriptions for each button follow.

**Save/Add:** Click the “Save/Add” button to save the formulator contact information. If multiple formulators are used by the responsible party, click the “save/add” button to continue to enter additional formulator contact information

**Print:** Click to print.

**Save/Close:** Click the “Save/Close” button to save the formulator contact information. Clicking this button returns the user to the “Enter/Import Menu” screen.

**Delete:** Click the “Delete” button to delete the entered information for formulator. Clicking this button also removes the formulator from the dropdown.

**Undo:** Click the “Undo” button to clear the data fields. Clicking this button does not delete the formulator from the dropdown.

An overview of the actual data fields is presented below.

**This Page contains confidential business information:** Select (✓) this box to designate information on this data entry page as confidential.

**Select:** If the responsible party is also the formulator, select “self” from the dropdown list and enter correct contact information for the formula information. In order to compile the “NR” formulator, please enter a null value of “0” into each field. The “Select” dropdown field

also allows users to view and edit previously entered formulator information. Selecting this field also activates the “undo” button. Clicking the undo button (below) clears the data fields.

**Note:** Because Aerosol Coating Products and Aerosol Adhesives are not required to submit formula data, “NR” is listed in the dropdown for use in the Products section.

**Note:** “NR” means not required.

**Product Formulator Company Name:** Enter the name of the company that holds the ingredient formula for the product(s) being submitted. If the formulator is also the responsible party, selecting “self” from the dropdown automatically populates the formulator contact information.

**Address:** Enter the complete mailing address for the formulator company listed above.

**Note:** Foreign-based Companies: Enter the street address for the company listed above. Enter the country name in the “State” data field. Enter either the postal code or the number “1” in the “Zip” data field.

**Formulator Contact:** Enter the name, title, telephone number, and email address for the person to be contacted by ARB staff if clarifications are needed for the product ingredient information submitted.

Click the “Save/Close” button to save entered information and return to the “Enter/Import Menu” screen.

To begin entering fragrance formulator information, click the “Fragrance Formulator(s)” button on the “Enter/Import Menu” screen. Below is a detailed description of each data field in the fragrance formulator section. The bold type corresponds to the data field header in the CPRT, followed by a description for the data field.

## **Fragrance Formulator(s)**

---

This section was activated because the “*Some or all products contain fragrances*” box was selected in the Responsible Party section of the CPRT to indicate that one or more of your products contain “Fragrance.”

If the responsible party holds the fragrance ingredient information, then that company will complete the applicable data fields.

**Note:** If the responsible party is also the fragrance formulator, then the responsible party must complete the fragrance formulator contact information for fragrances generated “in-house.”

If the responsible party does not hold the fragrance ingredient information, the product formulator will submit the information. The contact information for each fragrance formulator will only need to be entered once, and will be available as a dropdown selection. This information is required prior to entering product ingredient information. Responsible Parties must use the CPRT for entering this information. If a responsible party uses fragrance

formulators, the names must match what is entered in this section if they choose to use the import function.

**Note:** Users will only need to enter each fragrance formulator contact information once! Later, in the “Formulations” section, users will be able to select the fragrance formulator from a dropdown menu.

In addition to the data fields on this screen, the CPRT includes a series of administrative buttons to allow users to navigate between screens, make edits, print, and save/close the CPRT.

**Administrative buttons:** The following four buttons “Save/Add,” “Print,” “Save/Close,” and “Delete” are administrative. In addition, selecting from the dropdown menu activates a fifth button: “Undo.” The “undo” button is hidden from view until users select a formulator from the dropdown menu. Descriptions for each button follow.

**Save/Add:** Click the “Save/Add” button to save the fragrance formulator contact information. If multiple fragrance formulators are used by the responsible party, click the “save/add” button to continue to enter additional fragrance formulator contact information

**Print:** Click to print.

**Save/Close:** Click the “Save/Close” button to save the fragrance formulator contact information. Clicking this button returns the user to the “Enter/Import Menu” screen.

**Delete:** Click the “Delete” button to delete the entered information for fragrance formulator. Clicking this button also removes the fragrance formulator from the dropdown.

**Undo:** This button was activated because the user selected from the dropdown. Click the “Undo” button to clear the data fields. Clicking this button does not delete the fragrance formulator from the dropdown.

**This Page contains confidential business information:** Select (✓) this box to designate information on this data entry page as confidential.

**Fragrance Formulator Company Name:** Enter the name of the company that holds the ingredient information for the product(s) being submitted.

**Address:** Enter the complete mailing address for the fragrance formulator company listed above.

**Note:** Foreign-based Companies: Enter the street address for the company listed above. Enter the country name in the “State” data field. Enter either the postal code or the number “1” in the “Zip” data field.

**Fragrance Formulator Contact:** Enter the name, title, telephone number, and email address for the person to be contacted by ARB staff if clarifications are needed for the product ingredient information submitted.

Click the “Save/Close” button to save entered information and return to the “Enter/Import Menu” screen.

If you will be grouping products and selected (✓) the “some or all products grouped” box on the responsible party screen, click the “Product Grouping” button on the “Enter/Import Menu” screen. Below is a detailed description of each data field in the product grouping section. The bold type corresponds to the data field header in the CPRT, followed by a description for the data field.

## Product Grouping

---

This section was activated because the “*Some or all products grouped*” box was selected in the Responsible Party section of the CPRT.

To be able to group products in the CPRT Products section, you must **first** enter the group product information in to the Product Grouping section.

For the purpose of minimizing the amount of formulation data collected for similar products, a single “representative” product group formula can be reported for a series of similar UPCs. Products may be grouped based on Size, Fragrance, VOCs, Inorganics (limited) and/or Grouped Inorganics; or LVP-VOCs (limited) and/or Grouped LVPs.

**Can Group Products by Size, Fragrance, VOCs, and some Inorganics and LVP-VOCs**

For purposes of the survey, “representative” product group formula means the formula used most, or the formula with the highest sales. If a group of products meets the requirements as defined below, only one Product Ingredients data entry sheet is required for the product group. Note that if your products meet the criteria for grouping, and you choose to report your products as a group, you will need to select the appropriate description in the “Type of Group” data field. Please also note that Product Grouping section needs to be completed before importing any product data. This is to ensure the group names contained in the CSV files imported into the CPRT will match the correct “representative” product group formula.

**Note:** It is not required to group products. A Responsible Party that finds the reporting process to be more expedited without grouping has an option of reporting in this manner.

In addition to the data fields on this screen, the CPRT includes a series of administrative buttons to allow users to navigate between screens, make edits, print, and save/close the CPRT.

**Administrative buttons:** The following four buttons “Save/Add,” “Print,” “Save/Close,” and “Delete” are administrative. In addition, selecting from the dropdown menu activates a fifth button: “Undo.” The “undo” button is hidden from view until users select a formulator from the dropdown menu. Descriptions for each button follow.

**Save/Add:** Click the “Save/Add” button to save the grouped product information. If entering multiple grouped products, click the “Save/Add” button to continue to enter additional grouped product information

**Print:** Click to print.

**Save/Close:** Click the “Save/Close” button to save the group product information. Clicking this button returns the user to the “Enter/Import Menu” screen.

**Delete:** Click the “Delete” button to delete the entered group product information. Clicking this button removes the grouped products from the dropdown.

**Undo:** This button was activated because the user selected from the dropdown. Click the “Undo” button to clear the data fields. Clicking this button does not delete the grouped product dropdown.

Only those products that meet the product group criteria described below are allowed to be grouped in the CPRT.

**Product Group Criteria:** For the purpose of the 2013 Survey, “Product Group” means a group of products represented together that differ ONLY by **Size, Fragrance, VOCs, Inorganics** (limited) and/or **Grouped Inorganics**; or **LVP-VOCs** (limited) and/or **Grouped LVPs** and meet all of the following grouping requirements:

1. All products must have the same survey category code(s).
2. All products must be the same dispensed form (e.g. liquid, solid, mist/dispersed spray).
3. Grouped products must have no greater than 0.5 percent variation in total VOC content. This includes exempted VOCs, e.g. acetone, and variations in fragrance.
4. Grouped products must have no greater than 1 percent variation in total LVP-VOC content.
5. Grouped products must have no greater than 1 percent variation in total ingredient content.

**Note:** The parenthetical use of the word (limited) indicates that some inorganic and organic compounds can be grouped unless they are specifically listed in the instructions or Appendix D.

**This Page contains confidential business information:** Select (✓) this box to designate information on this data entry page as confidential.

**Select:** The “Select” dropdown field allows users to view and edit previously entered Product Group information.

**Group Name:** Enter a “representative” name to describe this group of products. Below are some ARB staff recommendations:

**For Example:** For products grouped by “size,” enter the name of the product as it appears on the product label.

**For Example:** For products grouped by “fragrance,” enter the name of the product as it appears on the label. “Joe’s Laundry Detergent” is being grouped and is sold in the following fragrances: fresh scent, original scent, and lavender. For the group name, enter “Joe’s Laundry Detergent.”

**For Example:** For products being grouped by “grouped LVPs,” or “grouped inorganics,” enter the name of the product with the highest sales.

**Grouped By:** Select (✓) each box that describes how the product is being grouped per the grouping criteria outlined above. Select from the following list: “Size,” “Fragrance,” “VOCs,” “Grouped LVPs,” “Grouped Inorganics.”

**Note:** Selecting multiple “grouped by” boxes is allowed in the CPRT.

**Note:** For specific questions regarding whether your product(s) can be grouped, please email [csmrprod@arb.ca.gov](mailto:csmrprod@arb.ca.gov).

**Primary ARB Category Code:** Enter/Select the primary survey category code that best describes the product.

**Note:** Grouped products **must** be categorized within the same primary ARB category code.

**Formula Name:** Enter the “representative” name of the product formula that will be used in the formula section.

**Note:** The formula name entered **must** match the formula name entered by the formulator. The formula name can be the same as the product group name.

**Who will provide the formulation:** Select “Self” if the Responsible Party will provide the formulation, otherwise, select from the list of Formulators previously entered in the “Formulator” section.

**Group label file name:** Enter the name of the group’s representative label file name.

**Note:** Users must include the file type *i.e.* \*.ps (PostScript), \*.jpg, \*.doc, or \*.pdf in the group label file name.

**Note:** If your products have multiple label files for a single product that together reflect the complete product label you will need to combine and save all the image files into one \*.pdf file.

Click the “Save/Close” button to save entered information and return to the “Enter/Import Menu” screen.

Users are now ready to begin entering product information into CPRT’s Product Information section. Click the “Products” button on the “Enter/Import Menu” screen to begin. Or, if you

choose the import function, please refer to the spreadsheet on the 2013 Survey homepage to ensure the correct column names are used.

## Products

---

The CPRT allows a user to either enter the UPC-level product information interactively or by \*.csv file upload or both. If a user of the CPRT enters in data interactively and then uploads more data, the existing data will not be overwritten. This is also the case for multiple \*.csv files that are added to the CPRT. In order to successfully import the data, the column headings in the \*.csv file must match those within the CPRT. In order to use the most accurate list of column headings for the import function, go to the 2013 Survey webpage and click on the excel file below the CPRT to obtain the correct column order of headings. For more information on importing product data, please see the end of this section.

In addition to the data fields on this screen, the CPRT includes a series of administrative buttons to allow users to navigate between screens, make edits, print, check data, and save/close the CPRT.

**Administrative buttons:** The following six buttons “Save/Add,” “Print,” “Save/Close,” “Check,” “Add,” and “Delete” are administrative. In addition, selecting from the dropdown menu activates a seventh button: “Undo/Exit.” The “undo/exit” button is hidden from view until users select a product from the dropdown menu. Descriptions for each button follow.

**Save/Add:** Click the “Save/Add” button to save the product information. If entering multiple products, click the “save/add” button to save the record and continue to enter additional products.

**Print:** Click to print.

**Save/Close:** Click the “Save/Close” button to save the product information. Clicking this button returns the user to the “Enter/Import Menu” screen.

**Delete:** Click the “Delete” button to delete the entered product information. Clicking this button removes the product from the dropdown.

**Check:** Click this button to check if all of the required product information is entered. If data are missing, a window will appear alerting the user. Review the alert, click “ok,” and update the data fields accordingly.

**Add:** Click the “Add” button to save and add the product to the record. The “Add” button performs the same function as the “Save/Add” button located at the top of the screen.

**Undo/Exit:** This button was activated because the user selected from the dropdown. Click the “Undo” button to clear the data fields. Clicking this button does not delete the grouped product dropdown.

An overview of the data fields is presented below.

**This Page contains confidential business information:** Select (✓) this box to designate information on this data entry page as confidential.

**Edit/Select:** The “Edit/Select” dropdown field allows users to view and edit previously entered product information.

**Name:** Enter the Full Product Name as shown on the principal display panel.

**Note:** If using the import data function, there is a 250 character limit.

**UPC:** Enter the product Universal Product Code “UPC” number. Each product will need to report individual product UPCs, as printed on the product label. If your company does not print the UPC numerical symbol on the product label, enter the company specific stock keeping unit (SKU).

**Note:** If you are reporting a product “Kit,” as described below, enter the UPC number located on the outer most packaging. For CPRT tracking purposes, each individual product within the kit will be assigned the “Kit” UPC number.

To ensure accurate and trackable multi-year reporting for individual products, you must enter all digits located below the vertical bars of the bar codes. Digits located outside the vertical bars are optional. However, you **MUST** use the same UPC numbering system for each of the three survey years. Below are examples of typical product code symbols printed on product labels.



In its standard version (UPC-A), the bar code consists of a five digit manufacturer number (i.e. “12345”) and a five digit product number (i.e. “67890”). In addition, there is a 1 digit number system identifier at the start of the code (i.e. “0”) and a 1 digit “check digit” at the end of the bar code (i.e. “5”).

Example of acceptable UPC-level reporting: A) 123456789, or B) 012345678905



Smaller packages may be labeled with a “zero-suppressed” version of UPC called (UPC-E). This symbol only uses a 6-digit code, with or without the number system identifier and check digit.

Example of acceptable UPC-level reporting: A) 123456, or B) 01234565



Products manufactured in Europe may be labeled with a (EAN-13) bar code. A typical EAN-13 looks something like this.

Example of acceptable UPC/EAN-level reporting: A) 075678164125, or B) 0075678164125

If your product does not contain a UPC-code, please use the SKU, or other related tracking number. Whatever number is chosen should be the same for each reportable year of the survey.

**Kits:** Kits are multipacks of:

- a) the same formula in different sizes, or
- b) different formulas in the same sizes, or
- c) different formulas and different sizes.

The CPRT automatically defaults to an individual product of “1.” Any other number denotes a kit unit. Enter the number of kit units (greater than “1”) sold.

**Notes: Kits** – When multiple products are sold together in one kit or package with one kit UPC, individual components must be reported separately, according to Survey Categories.

**For Example:** A retail skin care kit “101 Beauty Kit” includes 3 separate items: “moisturizer,” “skin protectant,” and “sunscreen.” Enter “3” under Kits Sold. Each of these three components must be reported separately since they fit into separate survey categories. The full product name for each item in the kit would be: “101 Beauty Kit: (plus name of individual component). I.e. “101 Beauty Kit: Moisturizer,” or “101 Beauty Kit: Skin Protectant.” The same package UPC number would be used to identify each product included in the kit.

**For Example:** “ACME Office Supply Kit” includes “Permanent Markers (5 colors),” “Highlighters,” and “Correction Fluid.” Each of these three components must be reported since they fit into separate categories in this survey. The full product name for the permanent markers would be “ACME Office Supply Kit: Permanent Markers (red)” and the same UPC would be reported 7 times, one for each component and color of marker.

**Group Name:** For the purpose of streamlining the amount of formulation data collected for similar products, a single “representative” product group formula can be reported for a series of similar UPCs. Select/Enter from the dropdown, the “Product Group Name” that you previously entered in Product Group Definition. Once you chose the group name, the fields you already entered on the previous screen will be prepopulated. Below are examples of grouping.

**For example:**

- If “Black Gloss Paint” product is sold in two sizes (454 g and 510 g) and meets all criteria for Product Group, report product formula only once. The unique UPC for the 454 g and 510 g products would be reported separately.
- If “6 Colors Set Markers” (black, red, yellow, green, blue, and orange) meet all criteria for Product Group including the VOC criteria, report the product formula only once. Because this group of products meets the definition of “kit,” as described below, users would enter “6” in the “kits sold” data field, and fill out

individually for each color – using the same product UPC number. Please see additional information on Product Ingredients reporting.

- If five scents (original, lavender, lemon, orange, and fragrance-free) of “Best Cleaner” product are available and meet all criteria for Product Group including the VOC criteria, report product formula only once. Please see additional information on Product Ingredients reporting. The unique UPC for each fragrance would be reported individually. For each unique UPC, enter the fragrance name (*i.e.* lavender), the name of the fragrance formulator, and the fragrance tracking code (*i.e.* la1234) in the fragrance information data fields below.

**Formula Name:** Enter the Full Product Name as shown on the principal display panel (Product Label). If the UPC is part of a product group, the formula name should be the same for all UPCs within the group and prepopulated when the group name was selected.

**Who will provide the formula?:** This information references the party that will complete the “Formulation” section of the CPRT. Users have already entered the formulator contact information. Formulator information is available as a dropdown.

If the Responsible Party will provide the formula for this product, select/enter “self” from the dropdown. If a Formulator will submit formula information to ARB, select/enter the name of the Formulator that holds the formula information from the dropdown.

**Note:** “Self” means that the responsible party is the product formulator.

**Note:** Aerosol Coating Products and Aerosol Adhesives are **Not Required** to report ingredient information. Select/enter **NR** in this data field for aerosol coating products and aerosol adhesives.

**Note:** “NR” means not required.

Responsible parties must submit one entire product label for each product or product group submitted (submit only one label file for each product or product group according to the grouping specifications noted above). “**Label**” means any written, printed, or graphic matter affixed to, applied to, attached to, blown into, formed, molded into, embossed on, or appearing upon any consumer product or consumer product package, for purposed of branding, identifying, or giving information with respect to the product or to the contents of the package.

**Note:** This field will be auto-filled if the product selected is part of a product group.

**Note:** Aerosol Coating Products and Aerosol Adhesive Products must submit a product label for each product submitted.

It is recommended that companies submit their clear, complete, and legible labels, written in English if available, via \*.ps files (PostScript files). If a PostScript file is not available, please submit a \*.jpg, \*.doc, or \*.pdf file.

**Image File:** For each product or product group, as described above, name each image file according to the **Formula Name**.

**Note:** Users must include the file type *i.e.* \*.ps, \*.jpg, \*.doc, or \*.pdf in the image file name.

**For Example:** When submitting the label for “Best Window Cleaner” (as identified in the **Formula Name** data field), the Image File should be named: *Best Window Cleaner.ps*.

**Example:** If your reported 25 product UPCs vary only in the type of fragrance used in the final product, please submit only one representative product label for the 25 product UPCs reported.

**Note:** If your product consists of multiple label files for a single product that together reflect the complete product label you will need to combine and save all the image files into one \*.pdf file.

The next several questions are used to calculate product emissions from 2013 calendar year sales in California.

**UPC Units Sold:** List, for each UPC, the number of individual product units (packages, containers, etc.) sold in California during 2013.

**Note:** Product units sold at federal military facilities located in California must be included.

**Multipack:** Multiple units of the same item sold together comprise a multipack. The CPRT automatically defaults to “1.” Any other number denotes a multipack. Enter the number of units (greater than “1”) in the multipack.

**For example:** ACME package of 2 bottles of shampoo (750 mL) sold as one packaged product would be considered a multipack. Enter “2” in the data field.

**Mass/Volume Filled (g or mL):** Entries **MUST** be reported in grams (g) for mass filled or milliliters (mL) for volume actually **filled** into the container. This data field accounts for product overfill. For products without “overfill,” record size in mass grams (g) or in volume milliliters (mL) as printed on the product label. Refer to Appendix H for common measurement conversion factors. (*Unit Conversion websites are also available online.*)

**Density:** For products filled by volume **only** (e.g. milliliters (mL)), provide the density in grams per milliliter (g/mL). The default value entered by the CPRT is “1.” If the density value entered equals “1,” then the CPRT assumes the mass filled is reported in grams. If the density value entered is “other than 1,” the CPRT assumes the volume filled was reported in mL. If a volume is entered that has a density of “1”, please note this in the comment field.

**Size on Label:** List the size of this product. (Record size in mass grams (g) or in volume milliliters (mL) as printed on the product label.) If there is no overfill, this value should be the same as the mass/volume filled.

**Data Collection Method:** Select from the dropdown menu, the applicable designation for how sales data were collected. If sales data were estimated by prorating sales data by population to quantify products sold (“Number of Product Units Sold,”) ***See population estimated provided in Appendix I.***

California Specific Sales Data

Prorated National Sales

Prorated Regional Sales

Prorated Distribution Centers

The data field below relates to the delivery or packaging system.

**Product Delivery:** Select/Enter from the dropdown menu, the type of delivery or packaging system that best describes this product. If the provided options don’t describe your product, select “other” and specify the delivery or packaging method employed.

**Note:** To specify “other,” click Other (specify), then click next to the highlighted section of the data field. This activates and allows users to manually enter a description in the data field

The data field below is different from the previous field in that this field is specific to what is the form of this product as it is dispensed from the product or package. Descriptions for the possible selections are provided below.

**Form:** Select/Enter from the dropdown menu, the option that best describes the form of this product as it is dispensed, or as it leaves the delivery or packaging system.

**Note:** This data field describes the dispensed form of this product.

If the options provided do not describe the dispensed form of this product, indicate “other” and specify the dispensed form.

**post-foaming gel** means a semisolid that, upon being dispensed from its container, or upon contact with a surface, or as a result of exposure to body heat or the atmosphere, changes from a semisolid state to a foaming state. “Post-foaming gel” does not include substances that become foam solely from shearing action after being dispensed, such as rubbing the product on the skin or other agitation.

**Note: Report non-foaming gels under the “semisolid” option.**

**foam/mousse** means substance that is comprised of two phases: a dispersed gas or vapor phase, and a continuous liquid phase, therein creating a mass of gaseous cells that is separated by thin films of liquid and formed by the juxtaposition of bubbles.

**liquid** means a substance or mixture of substances which is capable of a visually detectable flow as determined under ASTM D-4359-90. “Liquid” does not include powders or other materials that are composed entirely of solid particles.

**Note: Most impregnated wipes/towels/cloths/sheets/pads and ink**

***dispensing products*** should be reported as ***“liquid”*** here. Report ***mist or dispersed sprays*** under the ***“mist/dispersed spray”*** option.

**semisolid** means a product that, at room temperature, will not pour, but will spread or deform easily, including but not limited to gels, pastes, and greases.

**Note:** Report **post-foaming gels** under ***“post-foaming gel”*** option.

**solid** means a substance or mixture of substances which, either whole or subdivided (such as the particles comprising a powder), is not capable of visually detectable flow as determined under ASTM D-4359-90.

**mist/dispersed spray** means a substance that, upon being dispensed, generally yields a uniform application of discrete particles or droplets.

**other specify:** Specify the “other” delivery method by choosing this option and then specify the delivery method.

**Note:** To specify “other,” click Other (specify), then click next to the highlighted section of the data field. This activates and allows users to manually enter a description in the data field

**Relation to Product:** Select/Enter your primary relationship to this product from the dropdown menu.

**Manufacturer:** Selecting “yes” means you are the Manufacturer of this product.

**Distributor:** Selecting “yes” means you are the Distributor of this product.

**Retailer:** Selecting “yes” means you are the Retailer of this product.

**Contract Packager:** Selecting “yes” means you are the Contract Packager of this product.

**Specify:** Selecting “yes” means allows users to enter a different relationship to this product in the space provided.

**Note:** Click (Specify), then click next to the highlighted section of the data field. This activates and allows users to manually enter a description in the data field

The data field below allows users to provide additional information related to the product. The CPRT only allows users to select one “relation to product” entry from the dropdown. If more than one selection applies to your product chose **one** entry. In the “comment” field, enter the other selection as a comment.

**Other Product Information:** Select/Enter additional information related to your product from the dropdown menu.

**Note:** Entry of “NA” is required for products that are not over-the-counter (OTC) drugs. The CPRT does not allow a blank entry for this data field.

**FDA Registered OTC Drug:** This product is a Food & Drug Administration (FDA) regulated Over-the-Counter (OTC) drug.

**Note:** Prescription-only drugs are not covered by this survey and do not need to be reported.

**Note:** OTC drugs intended for ingestion are not covered by this survey and do not need to be reported.

**Note:** OTC drugs intended for external use must be reported. *(Includes products used on pets.)*

**Examples:** External pain analgesics must be reported, whereas ingestible vitamin supplements do not need to be reported.

**FIFRA:** This product is product is a Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) registered product.

**Note:** Entry of “NA” is required for products that are not FIFRA registered products. The CPRT does not allow a blank entry for this data field.

The following two data fields allow users to select a primary and, if applicable, a secondary ARB category code to describe the reported product.

**Primary ARB Category Code:** Select/Enter category code from the 2013 Survey Category Code List. Choose the primary category code that best describes your product according to the product’s principal display panel. If the product category is a regulated category, this should be the primary category.

**Note:** If you are using the import function, refer to the list of product categories in Appendix A.

**Secondary ARB Category Code:** Only Select/Enter additional category codes for products that fit more than one 2013 Survey Category Code List, according to their product label. Do not list category codes for uses not displayed on the label.

**Note:** If you are using the import function, refer to the list of product categories in Appendix A.

The following three data fields request information for products that contain a fragrance ingredient. If your product does not contain a fragrance, leave the next three fields blank.

**Note:** If your product contains more than one fragrance, enter the most representative fragrance information in the applicable data field.

**Note:** For products that include more than one fragrance, enter the additional “Fragrance Name,” “Fragrance Formulator,” and “Fragrance Tracking Code” information as a comment in the comment section below.

**Note:** Responsible Parties that generate fragrances “in-house” must complete the three fragrance information fields.

**Fragrance Name:** Enter the name of the fragrance, as provided by the fragrance formulator.

**Note:** Responsible Parties that are also the fragrance formulator must enter the fragrance name here.

**Note:** For Responsible Parties that do not hold formula information, the Fragrance Name can be entered by the Formulator through the Consumer Products Reporting Tool for Formulators (CPRTF).

**Fragrance Formulator:** Select/Enter the fragrance formulator from the dropdown menu. The fragrance Formulator information was entered under the Fragrance Formulator button on main Enter/Import Menu page. If a product has more than one fragrance formulator, enter the fragrance formulator that contributes the most to the overall (percent, weight-wise) to the fragrance weight percent.

**Note:** Responsible Parties that are also the fragrance formulator should have already entered their contact information in the Fragrance Formulator button on the main Enter/Import Menu page. If the Responsible Party is also the fragrance formulator for this product, select the applicable name from the dropdown menu.

**Note:** For Responsible Parties that do not hold formula information, the name of the Fragrance Formulator can be entered by the Formulator through the CPRTF specific for Formulators.

**Fragrance Tracking Code:** Enter the fragrance tracking code, as provided by the fragrance formulator.

**Note:** For Responsible Parties that do not hold formula information, the Fragrance Tracking Code can be entered by the Formulator through the CPRTF specific for Formulators.

**Note:** Responsible Parties must enter the fragrance tracking code for fragrances generated “in-house.”

The following three data fields are specific to concentrated products. These fields activated because the user selected the “*Some or all products sold as concentrate(s)*” (✓) box in the Responsible Party section. If your product displays dilution recommendations on the label, you must enter the dilution ratio minimum, maximum, and specify the diluent in the applicable data field. If your product does not display dilution recommendations on the label have completed the required product information.

**Dilution Ratio Minimum:** Enter the minimum amount of diluent to (assumed) 1 part product. This is the “most concentrated” use of the product, as specified on the product’s label.

**Maximum:** Enter the maximum amount of diluent to (assumed) 1 part product. This is the “least concentrated” use of the product, as specified on the product’s label.

**Diluent:** Water is the assumed diluent. If the diluent is “other” than water, specify and enter the diluent in this data field.

**Example:** If a concentrated general purpose cleaner recommends diluting 1 part product to 1 part water for extra strength cleaning, and 1 part product to 4 parts water for light cleaning. Then:

“1” is entered in the **Dilution Ratio Minimum** field,  
“4” is entered in the **Maximum** field, and  
“water” is entered in **Diluent** field

If a product can be used “straight” or non-diluted, enter “0” in the **Dilution Ratio Minimum** field.

**Comments:** Provide any comments that will help us understand your product or how you have filled out the survey for this product.

**Note:** As described above, if your product uses more than one Fragrance Name, Fragrance Formulator, and Fragrance Tracking Code, please list that information here.

**For Example:** A scented candle product is formulated using three separate fragrances that may or may not be supplied from the same fragrance house. After entering the most representative fragrance information in the applicable fragrance data fields, enter the remaining fragrance names, fragrance tracking codes, and fragrance formulator information as a comment in the comment data field.

If additional products will be entered, click either the “Save/Add” or “Add” buttons to continue.

Click the “Save/Close” button to save entered information and return to the “Enter/Import Menu” screen.

Users that hold the formula information are now ready to begin entering formula information into CPRT’s Formulations section. If a Responsible Party does not hold the formula information, please skip to the “Check Data” section of the instructions.

## Formulations

---

Click the “Formulations” button on the “Enter/Import Menu” screen to begin.

**Note:** Click “OK” on the window that pops up. This window reminds users that they must select a product from the dropdown menu before being allowed to enter formulation data.

If the responsible party holds all formulation information, then the responsible party will complete this formulation information section.

**Note:** If the responsible party does not hold the formulation information, this section will be completed by the formulator later. The product formulators are required to submit ingredient data to ARB directly. In order to facilitate this process and ensure confidentiality of product formulations held by formulators, ARB staff has developed the Consumer Products Reporting Tool for Formulators (CPRTF) to allow formulators to submit ingredient data to ARB.

In the case when the responsible party does not hold the formulator information, the responsible party will enter information for the Product Name and the Product ID data fields, and then generate the CSV file with this information to send to the formulator for the completion of the ingredient information. This type of CSV file is generated by clicking the “Export Formulator Data” button on the Main Menu screen, which is explained in more detail under the “Export Formulator Data” section of the instructions.

In order to generate the most accurate list of column headings for the import function, go to the 2013 Survey webpage at <http://www.arb.ca.gov/consprod/regact/2013surv/2013main.htm> and download the template excel file below the CPRT version. For more information on importing the formulation information, please see the end of this section.

In addition to the data fields on this screen, the CPRT includes a series of administrative buttons to allow users to navigate between screens, print, and save/close the CPRT.

**Administrative buttons:** The following two buttons “Print,” and “Save/Close,” are administrative. Descriptions for each button follow.

**Print:** Click to print.

**Save/Close:** Click the “Save/Close” button to save the formulation information. Clicking this button returns the user to the “Enter/Import Menu” screen.

**This Page contains confidential business information:** Select (✓) this box to designate information on this data entry page as confidential.

To begin entering formulation information, select a product from the dropdown menu.

**Select Formula Name:** Select/Enter the Formula Name of the product, as identified by the Responsible Party, from the dropdown menu.

**Note:** If you are the Formulator for this product, the Responsible Party will provide you a CSV file with the information necessary to complete the Formulations information section below. All Formula Names will be available via the dropdown

menu. For more information for reporting as a formulator, please see the formulator reporting instructions.

This section is to be completed by the holder of the formulation information, whether it is the Responsible Party or the Formulator.

**Note:** Formulators will complete the formulation information via the CPRTF.

The section below describes how to enter ingredient information for each product.

If multiple formulas were used during Calendar Year 2013, the most recent formula should be reported. If ingredients varied because they were supplied by different vendors, report the ingredients from the most representative vendor (i.e. largest amount used, etc.).

**List all ingredients** that comprise at least 0.1 weight percent (Wt. %) of the product.

Additional Information for Reference:

- List of common product ingredients reported for the past surveys is available in a separate Excel file (please see Appendices C, D and E). This includes VOCs, LVP-VOCs, and select Inorganic compounds.
- Specific reporting requirements for Hydrocarbon Solvent mixtures, Inorganic compounds, Grouped Totals, and Other Specific ingredients are listed below.

**Total Wt%:** This field is automatically calculated and populated as the user begins to enter ingredient information in the data fields below. All ingredients listed below must total to 100 weight percent in this box.

Information required for each ingredient listed:

When reporting the ingredients for a series of grouped products, enter the most representative formula.

**Chemical Name:** Enter/Select the chemical name for the ingredient compound.

**Note:** Users can customize the list of chemical available in the dropdown by clicking on the "Setup/Maintenance" button.

### **Grouped Totals**

The dropdown menu includes several terms to describe the options for grouping ingredients. The sections "Grouped Inorganic Compounds," "Grouped VOCs that are each less than 0.1 Wt. %," and "Grouped LVPs" (below) describe these listings in the dropdown menu.

Below is a description of the term "Grouped Inorganic Compounds."

**Grouped Inorganic Compounds:** Enter the aggregated weight percent of all inorganic compound ingredients except for several specific ingredients listed below:

- Water (H<sub>2</sub>O)

- Ammonium chloride (NH<sub>4</sub>Cl)
- Ammonium hydroxide (NH<sub>4</sub>OH) *i.e.* ammonia in solution
- Hydrogen peroxide (H<sub>2</sub>O<sub>2</sub>)
- Compressed air
- Carbon dioxide (CO<sub>2</sub>)
- Nitrogen (N<sub>2</sub>)
- Nitrous oxide (N<sub>2</sub>O)

The eight inorganic compounds listed above are listed as specific ingredients in the CPRT dropdown menu.

**Examples of Grouped Inorganic Compounds** include: calcium carbonate, hydrochloric acid, mica, pumice, silica, talc, titanium dioxide, etc.

Below is a description of the term “Grouped VOCs that are each less than 0.1 Wt. %” in the dropdown.

**Grouped VOCs that are each less than 0.1 Wt. %:** Aggregate all VOC compounds for which each individual compound comprises less than 0.1 weight percent of the product. Select this term from the dropdown menu to enter in the value.

Below is a description of the term “Grouped LVP” in the dropdown.

**Grouped LVP:** Aggregate all other non-volatile organic compounds. (Do not include VOCs, LVP-VOCs listed in Appendix D.

**Examples include:** botanicals/herbal extracts, colorants, enzymes, organic solids, resins/polymers, surfactants

**For Example:** beeswax, cellulose, corn starch, non-volatile silicones, oils, non-volatile polymers, sodium xylenesulfonate, styrene butadiene rubber, tallow, triclosan, urea, xanthan gum, paraffin wax, mineral oil

**Note:** Surfactant VOCs **must** be reported as speciated individual ingredient.

**Note:** Solvent or liquid carrier within the resin system **must** be reported as individual ingredients.

**Note:** “**Floor Polish or Wax:**” All organic compound ingredients **must** be reported as individual ingredients. No “Grouped LVP” allowed. \*\*

**Grouping LVPs is not allowed for “Floor Polish or Wax!”**

\*\*Full speciation for these products is needed to better understand the temporal relationship between a “Floor Polish or Wax” and a “Floor Coating.”

**Reporting fragrance content:** Aggregate all fragrance together and enter the total by selecting “fragrance” from the dropdown menu to enter in the value.

**For Example:** If more than one fragrance is used in this product, aggregate the amount of fragrance entered in the fragrance data fields with the amount of fragrance(s) entered as a comment in the comment section. Select “fragrance” from the dropdown menu and enter the total amount (wt%) of fragrance in the product.

**Weight Percent:** Enter the weight percent of the ingredient, to the nearest 0.1 Wt %. If the ingredient is a mixture of known components, list the weight percentages of the individual components.

**Note:** If the product is sold as a concentrate, list the Wt. % as sold (undiluted).

**CAS Number:** If a compound chemical name is listed in the dropdown menu in the CPRT, the Chemical Abstract Service (CAS) number will automatically be populated. If a compound is not listed, manually enter the CAS number. The CAS number for the compound or mixture must be obtained from your supplier.

**Note:** If your supplier does not provide a CAS number, please contact ARB staff by email at: [csmrprod@arb.ca.gov](mailto:csmrprod@arb.ca.gov). Please include the name of the ingredient, and if available, the tradename and manufacturer in the email. ARB staff will reply to confirm the absence of the CAS number or provide users with the appropriate CAS number to use in the CPRT.

**Note:** If there is not a CAS # assigned to your chemical in the dropdown list, it is not needed.

**Note: Do Not** enter CAS # for Hydrocarbon solvents. Examples include: Mineral Spirits, mixed Xylenes, VM&P Naphtha, Petroleum Distillates, etc.

**Note: Do not** include dashes when entering the CAS # into the CPRT.

The next three data fields are specific to hydrocarbon solvent mixtures.

**Trade Name:** Enter Manufacturer’s name for the Hydrocarbon Solvent.

**Manufacturer Name:** Enter the name of the Manufacturer for the Hydrocarbon Solvent

**Bin #:** List the Bin Number for the Hydrocarbon Solvent. Please contact your ingredient supplier or manufacturer if you do not know the Bin #.

**Note:** *A list of commonly used hydrocarbon solvents, bin numbers and other information are provided in Appendix E.*

**Conf:** “Conf” means the abbreviation for “confidential.” To designate ingredient information as “confidential,” select the (✓) box in the data field next to each ingredient (manual entry) or populate the data field with “True” for users of the import function.

The following two sections describe how users can use the import functions to import data from CSV files.

## Import Products

---

Product information can be imported from a prepopulated file saved in \*.csv format. As mentioned earlier, a user can upload data into the CPRT in addition to any data already entered interactively without overwriting the existing data. This is also the case for multiple csv files that are added to the CPRT. In order to successfully import the data, the column headings in the csv file must match those within the CPRT. In order to generate the most accurate list of column headings for the import function, go to the 2013 Survey webpage and click on the excel file below the CPRT to obtain the correct column order of headings.

### Import Product CSV Files

**Note:** CPRT will not upload files with missing product information. CPRT will also not do a partial upload by only importing products with complete data and leaving out products that are incomplete. If any of the products in the import file are missing data, none of the products in the import file will be uploaded into the CPRT. The user must correct/complete the import file before attempting to upload product data again.

### Incomplete Files Will Not Be Uploaded Into CPRT

Import Products: Click on this button to upload saved files with product information into CPRT. Select correct files when prompted by the popup window. Click "Ok" in the next popup window to confirm the upload. If CPRT identified any missing mandatory product information in the file, a popup window will appear with a message that a text file entitled "ProductErrors.txt" has been generated. This file will appear in the same folder that the product csv file was uploaded from. Review the report and correct any errors identified in the original import file. Once the errors have been fixed, please re-upload csv file into the CPRT. The originally entered csv file with the errors is automatically deleted (even the files that are correct).

## Import Formulations

---

Product formulations can also be imported from a prepopulated file saved in \*.csv format. In order to successfully import the data, the column headings in the csv file must match those within the CPRT. In order to generate the most accurate list of column headings for the import function, go to the 2013 Survey webpage and click on the excel file below the CPRT to obtain the correct column order of headings.

### Import Formulation CSV Files

**Note:** CPRT will not upload files with missing formulation information. CPRT will also not do a partial upload by only importing complete formulations and leaving out formulations that are incomplete. If any of the fields in the import file are missing data, none of the formulations in the import file will be uploaded into the CPRT. The user must correct/complete the import file before attempting to upload formulation data again.

### Incomplete Files Will Not Be Uploaded Into CPRT

Import Formulations: Click on this button to upload saved files with formulations into the CPRT. Select correct files when prompted by the popup window. Click “Ok” in the next popup window to confirm the upload. If CPRT identified any missing mandatory product information in the file, a popup window will appear with a message that a text file entitled “FormulaErrors.txt” has been generated. This file will appear in the same folder that the product csv file was uploaded from. Review the report and correct any errors identified in the original import file. Once the errors have been fixed, please re-upload csv file into the CPRT. The originally entered csv file with the errors is automatically deleted (even the files that are correct).

**Congratulations: Users are now ready to begin the data check features.**

---

## Check Data

---

By clicking on the “Check Data” button on the Main Menu screen the user will direct the CPRT to check entered data for missing information. This step must be done before the data can be exported to be submitted to ARB. It may also be done at any time during the data entry, if desired.

Note: The CPRT will not activate the “Submit/Export Data” button on the Main Menu screen, which is designed for exporting data and submitting it to ARB, unless all of the data is complete. If any of the required information has been left blank during the original data entry it must be completed through the “Check Data” button before the final data export.

Below is a description of different command buttons provided on the “Check Data” menu screen.

---

### Company

---

To check entered company data click on the “Company” button on the “Check Data” menu screen. If the user has already entered all of the required company data, a popup window will appear with a message “The company data are complete!” If any of the data are incomplete, a popup window will appear with a message “Some required fields are not completed yet. Please fill all required data.” Click “OK” to proceed.

Next, the user will be taken to the “Responsible Party” data entry screen. All of the data fields on this screen are mandatory except for the parent company contact information at the bottom. Fill out all of the mandatory data fields that are still missing information.

When done, click “Save/Close” button in the upper right hand corner of the page. If any mandatory company information is still missing, a popup window will appear with a message “The company data are not complete! Do you want to review it again?” By clicking “Yes,” the

user will be taken back to the “Responsible Party” data entry page to complete entering the missing information. By clicking “No” in the popup window the user will be taken back to the “Check Data” menu screen. However, the company data will remain incomplete and will have to be revisited by the user again before CPRT will allow the data to be exported for submittal to ARB.

Once the user enters all of the missing company information and clicks “Save/Close” button, a popup window will appear with the message “The company data are complete!” Click “OK” to go back to the “Check Data” menu screen. From this point on, if the user were to click on the “Company” button on the “Check Data” menu screen, a popup window with “The company data are complete!” message will appear.

## **Products**

---

To check entered product data, click on the “Products” button. If the user has already entered all of the required product data, a popup window will appear with a message “The Product data are complete!” If any of the data are incomplete, a popup window will appear with a message “Some required fields are not completed yet. Please fill all required data.” Click “OK” to proceed.

Next, the user will be taken to the “Product Information” data entry screen where data for the first incomplete product will be displayed. Fill out all of the fields with missing product information for the displayed product. If there is more than one product with incomplete information, it will be listed in the dropdown “Select/Edit” field at the top of the page. As described below, the dropdown “Select/Edit” field will be used to go to the next incomplete product once the missing information for the currently displayed product is filled in.

The “Check” button at the bottom of the page provides an extra data check feature for entered product data. Click on the “Check” button to see a popup window with a list of data fields that are still missing information for the displayed product. Review the list of missing information and click “OK” to close the popup window. When the user clicks on the “Check” button after entering all of the missing information for the displayed product, a popup window will appear with a message “Everything OK.”

Once the information for the currently displayed product is complete, select the next incomplete product from the dropdown “Edit/Select” field at the top of the page. Follow the steps described above to fill in the missing data. Repeat the process until the missing information has been entered for all of the incomplete products on the dropdown “Edit/Select” field.

When done, click “Save/Close” button in the upper right hand corner of the page. If any product information is still missing for one or more of the products, a popup window will appear with a message “The product data are not complete! Do you want to review it again?” By clicking “Yes,” the user will be taken back to the “Product Information” data entry page to complete entering the missing information. By clicking “No” in the popup window the user will be taken back to the “Check Data” menu screen. However, the product data will remain incomplete and will have to be revisited by the user again before CPRT will allow the data to be exported for submittal to ARB.

**Note:** Because the dropdown list of incomplete products in the “Edit/Select” field is not automatically refreshed to remove completed entries unless the user leaves the pages entirely and enters back in by clicking on the “Products” button, the user should make sure to select each of the products in the dropdown “Edit/Select” field to determine which are still missing information.

Once the user enters all of the missing product information and clicks “Save/Close” button, a popup window will appear with a message “The product data are complete!” Click “OK” to go back to the “Check Data” menu screen. From this point on, if the user were to click on the “Product” button on the “Check Data” menu screen, a popup window with “The product data are complete!” message will appear.

## Product Formulators

---

To check information entered for product formulators, click on “Products Formulators” button. If the user has already entered all of the required product formulator information, a popup window will appear with a message “The Product Formulators data are complete!” If any of the data are incomplete, a popup window will appear with a message “Some required fields are not completed yet. Please fill all required data.” Click “OK” to proceed.

Next, the user will be taken to the “Product Formulators” data entry screen where data for the first incomplete formulator will be displayed. Fill out all of the fields with missing product formulator information for the displayed formulator. If there is more than one product formulator with incomplete information, it will be listed in the dropdown “Select/Edit” field at the top of the page. As described below, the dropdown “Select/Edit” field will be used to go to the next incomplete product formulator once the missing information for the currently displayed formulator is filled in.

Once the information for the currently displayed product formulator is complete, select the next incomplete formulator from the dropdown “Edit/Select” field at the top of the page. Follow the steps described above to fill in the missing data. Repeat the process until the missing information has been entered for all of the incomplete product formulators in the dropdown “Edit/Select” field.

When done, click “Save/Close” button in the upper right hand corner of the page. If any product formulator information is still missing for one or more of the formulators, a popup window will appear with a message “The product formulator data are not complete! Do you want to review it again?” By clicking “Yes,” the user will be taken back to the “Product Formulator” data entry page to finish entering the missing information. By clicking “No” in the popup window, the user will be taken back to the “Check Data” menu screen. However, the product formulator data will remain incomplete and will have to be revisited by the user again before CPRT will allow the data to be exported for submittal to ARB.

**Note:** Because the dropdown list of incomplete product formulators in the “Edit/Select” field is not automatically refreshed to remove completed entries unless the user leaves the pages entirely and enters back in by clicking on the “Product Formulators” button, the user should make sure to select each of the formulators in the dropdown “Edit/Select” field to determine which are still missing information.

Once the user enters all of the missing product formulator information and clicks “Save/Close” button, a popup window will appear with a message “The product formulator data are complete!” Click “OK” to go back to the “Check Data” menu screen. From this point on, if the user were to click on the “Product Formulators” button on the “Check Data” menu screen, a popup window a “The product formulator data are complete!” message will appear.

## Fragrance Formulators

---

To check information entered for fragrance formulators, click on “Fragrance Formulators” button. If the user has already entered all of the required fragrance formulator information, a popup window will appear with a message “The Fragrance Formulators data are complete!” If any of the data are incomplete, a popup window will appear with a message “Some required fields are not completed yet. Please fill all required data.” Click “OK” to proceed.

Next, the user will be taken to the “Fragrance Formulators” data entry screen where data for the first incomplete fragrance formulator will be displayed. Fill out all of the fields with missing formulator information for the displayed formulator. If there is more than one fragrance formulator with incomplete information, it will be listed on the dropdown “Select/Edit” field at the top of the page. As described below, the dropdown “Select/Edit” field will be used to go to the next incomplete fragrance formulator once the missing information for the currently displayed formulator is filled in.

When done, click “Save/Close” button in the upper right hand corner of the page. If any information is still missing for any of the fragrance formulators, a popup window will appear with a message “The fragrance formulator data are not complete! Do you want to review it again?” By clicking “Yes,” the user will be taken back to the “Fragrance Formulator” data entry page to complete entering the missing information. By clicking “No” in the popup window the user will be taken back to the “Check Data” menu screen. However, the fragrance formulator data will remain incomplete and will have to be revisited by the user again before CPRT will allow the data to be exported for submittal to ARB.

**Note:** Because the dropdown list of incomplete fragrance formulators in the “Edit/Select” field is not automatically refreshed to remove completed entries unless the user leaves the pages entirely and enters back in by clicking on the “Fragrance Formulators” button, the user should make sure to select each of the formulators in the dropdown “Edit/Select” field to determine which are still missing information.

Once the user enters all of the missing fragrance formulator information and clicks “Save/Close” button, a popup window will appear with a message “The fragrance formulator data are complete!” Click “OK” to go back to the “Check Data” menu screen. From this point on, if the user were to click on the “Fragrance Formulators” button on the “Check Data” menu screen, a popup window with “The Fragrance formulator data are complete!” message will appear.

---

## Review Data

---

The CPRT allows the user to review entered information for products, ingredients and formulators in a table format. These options are provided under the “Review Data” button, located on the Main Menu screen.

**Note:** None of the reports generated under the “Review Data” button need to be submitted to ARB. They are provided for review purposes only.

Below is a description of different command buttons provided on the “Review Data” menu screen.

### Products

---

Click on the “Products” button to view a summary table of entered product information. Information displayed will include product name, UPC code, category code, product sales and other information for all products entered or imported into the CPRT.

Click on “Close” to return to the “Review Data” main screen.

### Ingredients

---

Click on the “Ingredients” button to view a summary table of entered products with their corresponding ingredient information. Ingredient information displayed will include chemical names, CAS numbers and weight % values for all products entered or imported into the CPRT.

Click on “Close” to return to the “Review Data” main screen.

### Formulators

---

Click on the “Formulators” button to view a summary table for entered formulator information. This list includes formulator company information, addresses and contacts for all product formulators and fragrance formulators entered into the CPRT.

Click on “Close” to return to the “Review Data” main screen.

When done, click on “Back to Main Menu” to return to the Main Menu screen.

---

## Export Formulator Data

---

Click on “Export Formulator Data” button to generate CSV files to send to the formulator for completion of the formula information. In the popup window, select

**“FormualtorKey.txt” lists  
files to export to formulators**

location for files to be saved on the computer. Confirm by clicking “OK” in the next popup window.

Next, locate the exported files on your computer. You will find one “FormulatorKey.txt” file, which will have a list of exported files and corresponding formulators those files should be sent to, and one CSV file per each of the formulators you entered in the CPRT. Refer to the “FormualtorKey.txt” file to send each of the exported CSV files to a corresponding formulator.

---

## **Submit Export Data**

---

Once all the data has been entered into the CPRT, the user must export csv files to submit to ARB. To do this, click the “Submit/Export Data” button in the CPRT. Before exporting, a popup window will appear with “Certification must be complete to continue.” Click “OK” to continue to the Survey Certification page. The purpose of this page is to document specific regulatory compliance. This section is to be completed by an authorized representative “(Management Level) for the Responsible Party, certifying that all information submitted in this survey is true, accurate and complete. Then, the CPRT will prompt the user to save the csv files. CSV files for responsible party, formulator, product and ingredients information will then be saved to your computer for future upload.

The final csv files, including the certification csv can be submitted to ARB beginning on January 1, 2015. For more information on this process, please register for the webinar on December 15, 2014 that will be designed to go over this process.

When done, click on “Back to Main Menu” to return to the Main Menu screen.

---

## **Review Submitted Data**

---

As part of the Quality Assurance/Quality Control (QA/QC) process for the 2013 Survey, ARB staff intends to conduct a detailed review of the information submitted for the 2013 Survey by individual company. The detailed reviews may be conducted by interactive webinar, or if more convenient, in person to ensure data management systems that a company has in place are adequate to assure ARB staff the submitted survey data is true, accurate and complete. The company will be notified by ARB staff 90 days prior to the detailed review for planning purposes.

As with past surveys, ARB staff intends to release preliminary data summaries following ARB staff review of survey data for quality assurance/quality control. Preliminary data summaries will likely include: a) list of all responding companies, b) category totals, c) categories ranked by mass emissions, and d) and category emissions data. In cases where there are fewer than three companies or products reported in a category, data are typically withheld to protect confidentiality of those responding companies. Preliminary survey data summaries will likely be consistent with past data postings. Examples of

previous survey data postings (2006 Survey) are available at:  
<http://www.arb.ca.gov/consprod/regact/2006surv/datasum2006a.htm>.

**If there are questions regarding the instructions, please email [csmrprod@arb.ca.gov](mailto:csmrprod@arb.ca.gov).**